
Instructions for Complaint Register

Section 3 of the Housing and Urban Development Act of 1968

This form is to be used to report allegations of noncompliance with Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR Part 135.

What Does Section 3 of the Housing and Urban Development Act of 1968 provide?

The law describes the HUD programs directly affected by Section 3, receiving Federal financial assistance from the Department, and dictates how these programs are to provide employment and other economic opportunities for low and very low income persons.

What does the Law Cover?

Section 3 applies to any public and Indian Housing programs that receive: (1) developmental assistance pursuant to section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to section 14 of the U.S. Housing Act of 1937 and to housing and community development assistance extended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and for which the contract or subcontract amount exceeds \$100,000.

What Can You Do About Violations of the Law?

Remember, Section 3 applies to the awarding of jobs and contracts, generated from projects receiving HUD financial assistance. If you believe that, as a low income person or a Section 3 business concern, the responsibilities to provide economic opportunities under Section 3 have been violated, you have a right to file a complaint within 180 days of the last alleged occurrence of noncompliance.

Complain to the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, by filing this form by mail or in person. The information received will be used by HUD to determine jurisdiction under Section 3.

HUD will send the complaint to the appropriate HUD recipient for resolution. If resolution by the recipient fails, HUD will investigate. If HUD finds that the complaint has merit, it will try to end the violation by informal resolution. If conciliation fails, HUD may initiate other steps to enforce the law, including but not limited to suspension and debarment of the recipient or contractors as applicable.

You can obtain assistance in learning about Section 3 or in filing a complaint at the HUD Offices listed below:

Assistant Secretary

HUD - Fair Housing and Equal Opportunity
451 7th Street SW
Washington, DC 20410

New England (Connecticut, Maine, Massachusetts, New Hampshire Rhode Island, Vermont)

HUD - Fair Housing and Equal Opportunity (FHEO)
Boston Federal Office Building, 10 Causeway Street
Boston, Massachusetts 02222-1092

New York, New Jersey

HUD - Fair Housing and Equal Opportunity (FHEO)
26 Federal Plaza
New York, New York 10278-0068

Mid-Atlantic (Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)

HUD - Fair Housing and Equal Opportunity (FHEO)
Liberty Square Building, 105 7th Street
Philadelphia, Pennsylvania 19106-3392

Southeast (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands)

HUD - Fair Housing and Equal Opportunity (FHEO)
Richard B. Russell Building, 75 Spring Street, SW
Atlanta, Georgia 30303-3388

Midwest (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

HUD - Fair Housing and Equal Opportunity (FHEO)
Ralph H. Metcalfe Federal Building, 77 West Jackson Blvd.
Chicago, Illinois 60604-3507

Southwest (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

HUD - Fair Housing and Equal Opportunity (FHEO)
1600 Throckmorton, P.O. Box 2905
Fort Worth, Texas 76113-2905

Great Plains (Iowa, Kansas, Missouri, Nebraska)

HUD - Fair Housing and Equal Opportunity (FHEO)
Gateway Tower II, 400 State Avenue
Kansas City, Kansas 66101-2406

Rocky Mountain (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

HUD - Fair Housing and Equal Opportunity (FHEO)
Executive Tower Building, 1405 Curtis Street
Denver, Colorado 80202-2349

Northwest/Alaska (Alaska, Idaho, Oregon, Washington)

HUD - Fair Housing and Equal Opportunity (FHEO)
Suite 200 Seattle Federal Building, 909 1st Avenue
Seattle, Washington 98104-1000

Pacific/Hawaii (Arizona, California, Hawaii, Nevada, Guam, American Samoa)

HUD - Fair Housing and Equal Opportunity (FHEO)
450 Golden Gate Avenue
San Francisco, California 94102-3448

Privacy Act of 1974 (P.L.93-579)

Authority: Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992, U.S.C. 1701u and implementing regulations at 24 CFR Part 135.

Purpose: The information requested on this form is to be used to investigate and process Section 3 complaints.

Use: The information requested will be used to process complaints filed under Part 135. HUD may disclose certain information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Penalty: Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.

Complaint Register

Under Section 3 of the Housing and Urban Development Act of 1968

U.S. Department of Housing
and Urban Development
Office of Fair Housing
and Equal Opportunity

OMB Approval No. 2529-0043 (Exp. 04/30/97)

Please type or print .

Public Reporting Burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2529-0043), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

Instructions: Read this form and the instructions on reverse. Try to answer all questions, but if you don't know the answer or if a question isn't applicable, leave it blank, and fill out as much of the form as you can. Sign and date your complaint. If more than one person or organization is filing the same complaint, and all information is the same, each party must complete a separate form and attach it to the original. Mail the complaint to the address (listed on the reverse) for the state in which the complaint arose, to a HUD Field Office, or to the Office of Fair Housing and Equal Opportunity, HUD, Washington, D.C. 20410. Or present the written complaint in person at any HUD office. **Note:** HUD furnishes a copy of the complaint to the person or organization named in the complaint.

1. Name of Complainant (person or organization)	Home Phone: ()	Business Phone: ()
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Street Address (city, county, State and zip code)

2. Against whom (person or company) is this complaint being filed? (name of person or organization)	Phone Number: ()
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Street Address (city, county, State and zip code) Also, if you named an individual above who appeared to be acting for a company, write the address here:

3. Describe the status of the aggrieved (check one or more boxes) a. <input type="checkbox"/> Low/very low income b. <input type="checkbox"/> Public Housing resident(s) c. <input type="checkbox"/> Representative of a or b d. <input type="checkbox"/> Section 3 business concern(s) e. <input type="checkbox"/> Representative of d	4. Describe the status of the party about which the complaint is being filed (check one or more boxes) a. <input type="checkbox"/> Applicant b. <input type="checkbox"/> Recipient c. <input type="checkbox"/> Sub-recipient d. <input type="checkbox"/> Contractor e. <input type="checkbox"/> Subcontractor f. <input type="checkbox"/> Other
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Name and identify others (if any) you believe violated the law in this case

5. Basis for noncompliance under Section 3

a. ☐ Training Opportunities Denied b. ☐ Employment Opportunities Denied c. ☐ Contracting Opportunities Denied

6. What did the person you are complaining against do? Check all that apply and give the most recent date these act(s) occurred below.

a. <input type="checkbox"/> Failed to recruit Section 3 area residents as trainees	e. <input type="checkbox"/> Failed to utilize Section 3 area residents as trainees
b. <input type="checkbox"/> Failed to recruit Section 3 area residents as employees	f. <input type="checkbox"/> Failed to utilize Section 3 area residents as employees
c. <input type="checkbox"/> Failed to solicit bids or proposals from Section 3 business concerns	g. <input type="checkbox"/> Failed to incorporate Section 3 contract clause in procurement documents
d. <input type="checkbox"/> Failed to award contracts to Section 3 business concerns	

7. When did the act(s) checked above occur? (Include the most recent date if several dates are involved)	8. Identify HUD assistance program(s). (Check all that apply) a. <input type="checkbox"/> PIH/DEV e. <input type="checkbox"/> 202/811 i. <input type="checkbox"/> Homeless b. <input type="checkbox"/> PIH/MOD f. <input type="checkbox"/> Other/Housing j. <input type="checkbox"/> Other/CPD c. <input type="checkbox"/> PIH/OPER g. <input type="checkbox"/> CDBG k. <input type="checkbox"/> Lead-Based Paint d. <input type="checkbox"/> Other/PIH h. <input type="checkbox"/> HOME l. <input type="checkbox"/> Other
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9. Summarize in your own words what happened. Use this space for a brief and concise statement of the facts. Attach additional information if necessary.

10. I declare under penalty of perjury that I have read this complaint (including any attachments) and that it is true and correct.	Signature and Date:
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